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UNCLAS SECTION 01 OF 02 PRAGUE 000791

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DCMS, MANAGEMENT OFFICERS, AND CONSULS GENERAL; EUR/NCE FOR ERIC FICHTE

E.O. 12958: N/A

TAGS: AMGT APER OTRA AFSI EZ

SUBJECT: PRAGUE EL CONFERENCE: FORMAL REGISTRATION REQUIREMENTS

REF: PRAGUE 00666

PRAGUE 00000791 001.2 OF 002

¶1. (U) Embassy Prague will host an Entry Level (EL) Conference September 6-8, 2006 (reftel). The Conference will focus on transformational diplomacy tradecraft and career development. The purpose of this cable is to provide instructions for formal registration and basic logistical information. Please note, the formal registration deadline has been extended to July 26, 2006.

¶2. (U) Number of participants: Embassy Prague is grateful for the overwhelming interest in the Conference, and has therefore increased the number of participants from 30 to 50 to try to accommodate as many entry level participants as possible. However, due to limited space at the conference venue and hotel, we request each post to limit its delegation to no more than two participants. Posts that have nominated more than two participants are asked to specify which participants should be placed on a waiting list.

¶3. (U) Schedule: the Welcome Dinner at the residence of Ambassador Cabaniss will begin at 1900 on September 6. Participants are asked to arrive in Prague mid-afternoon on that date (preferably no later than 1600), so that they have time to check-in to the hotel, register for the Conference, and catch the Dinner shuttle bus departing from the hotel at 1830. The Conference will begin promptly at 0900 on September 7, and last until 1630 on September 8. The Embassy is planning optional social events for the evenings of September 7-8 and the weekend of September 9-10.

¶4. (U) Formal Conference Registration: Embassy Prague requests posts to formally register their participants no later than Wednesday, July 26 by transmitting a cable providing the information listed below for each participant.

-- Name
-- Title
-- Date of Birth
-- Passport number
-- Security Clearance Level
-- Arrival and departure dates to and from Prague
-- Telephone, fax, and unclassified email address
-- Whether the person will be accompanied by anyone (if so, please provide the name and passport number of each accompanying person)
-- Any special needs or requests

¶5. (U) Please title the cable "Prague EL Conference Registration," use AMGT and PREL tags, and put Sarah Peck in

the Pass line. (Posts that have previously transmitted a cable are asked to resend with all the requested information, including the new information, included).

¶ 6. (U) Registration and Cancellation deadlines: posts must formally register their participants on or before July 26. Pre-registered participants will have priority for the 50 available slots (subject to the "two participant" limitation mentioned above in paragraph 2). After July 26, people on the waiting list will be offered an opportunity to fill vacant slots. If the need to cancel the registration should arise, posts are asked to cancel as soon as possible -- and in any case before August 6 -- to avoid hotel penalties and to ensure that others who wish to attend the Conference can do so.

¶ 7. (U) Hotel Reservations: Embassy Prague has reserved a block of rooms at the five-star Intercontinental Hotel, where the conference will take place. We have negotiated a daily rate of \$217 US dollars (the per diem rate for the Czech Republic). This rate is valid for single or double occupancy, and includes breakfast. All rooms have an Internet connection. Participants are advised to make their reservations immediately, but certainly before the Conference registration deadline of July 26. When making a reservation, please ask for the U.S. Embassy Conference rate and provide the code, which is "ELC".

Contact details for the hotel:

Intercontinental Hotel Praha
Namesti Curieovich
110 00 Prague
Czech Republic
Front Desk: (420) 296-631-111
Fax: (420) 224-811-216
Email: Prague@intercontinental.com

PRAGUE 00000791 002.2 OF 002

Website: www.intercontinental.com/Prague

Conference contact:

Mr. Ondrej Novotny
Tel: (420) 296-630-924
Email: ondrej.novotny@ichotelsgroup.com

¶ 8. (U) Travel Reservations: participants are reminded that September is peak tourist season in Prague. Therefore, participants are advised to make their travel arrangements to Prague as soon as possible to ensure a seat and competitive fares. The Prague-Ruzyne airport is 30-45 minutes from the hotel by taxi (AAA Taxi is recommended, and located right outside the terminal.) The estimated cost from the airport is 600-700 Czech Crowns. The main train station is conveniently located within minutes of the hotel.

¶ 9. (U) Conference fees: the hotel will charge a \$207 fee per participant. This hotel fee, which the hotel will add to the bill of each participant, includes the cost of the conference facilities for two days, DVC services, refreshments provided throughout the day, two catered lunches, and shuttle bus service from the hotel to the Ambassador's residence for the Welcome Dinner. In addition, Embassy Prague will charge participants a separate Embassy fee of \$30, payable in cash upon registration. This fee covers the cost of the Welcome Dinner and incidental expenses. The combined Conference fees total \$237; however, because the fees include the cost of one dinner and two lunches, posts can reduce the M&IE disbursement to participants by \$93, reducing the total cost of the Conference fees to \$144.

¶ 10. (U) Family members: Embassy Prague warmly welcomes the family members, friends and or child care providers ("guests") of participants. Guests are welcome to attend the optional social events planned for the evenings of September

7-8 (a barbecue at the Embassy and a dinner cruise), and the weekend of September 9-10. The Embassy will provide participants and their guests welcome kits with tourist information about Prague, but does not plan to organize social events for guests during the day. Participants are advised that due to space limitations, guests may not attend the Conference sessions or the Welcome Dinner on September 6. The Embassy asks participants who plan to bring children to make their own arrangements for child care providers. The Embassy will provide the contact information for a nanny service upon request. The hotel may also have referrals to reputable services.

¶11. (U) Attire: participants should wear business attire at the Welcome Dinner and during the Conference sessions. Casual attire is appropriate for all optional social events and for touring the city. Comfortable walking shoes are recommended because the streets and sidewalks are paved with cobblestones.

¶12. (U) Currency Exchange: Embassy Prague will not provide currency exchange services. However, money can be exchanged at the airport, in the hotel, and at accredited exchange places conveniently located near the hotel. Most banks have 24-hour ATMs, which dispense Czech Crowns.

¶13. (U) Questions? For hotel related questions, please contact the Intercontinental Hotel directly. The point of contact is Mr. Ondrej Novotny, (420) 296-630-924, ondrej.novotny@ichotelsgroup.com. For questions relating to the Conference, please contact Political Officer Sarah Peck, (410) 257-002-312, pecksc@state.gov.

CABANISS